

# Steps to Advancement Using the ERATS System

## Enlisted Rating Advancement Training System

Deadlines for qualification completion to be eligible for Service Wide Exam (SWE) & Reserve Service Wide Exam (RSWE):

**May SWE** February 1  
**October RSWE** July 1  
**November SWE** August 1

It is the member's responsibility to verify that the information is correct in TMT and DA before the above dates

### Step 1

**Download Rating Performance Qualifications (RPQs) Standards from CG Learning Management System (LMS)**

<https://elearning.uscg.mil/>

Course Catalog > Enlisted Advancement > Your Rate or EPME

### Step 2

**Perform Tasks using references in RPQs and have Verified by PDC\*. The references are the same ones you will use for your ERATS.**

\*Professional Development Coach (PDC) can be designated by the CO/OIC or Reviewer. The PDC **MUST** be at least one rank above and in the **SAME** rate as the member they are assigned to.

My PDC Is:

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### Step 3

**Have task Certified in TMT by Reviewer \*\***

To verify your information is correct in CGBI you can click on "Training" and then "Competencies by Name". You will then see ERATS.

\*\*All Reviewers (excluding CO/OICs) must be at least one paygrade senior to the members they are certifying and **MUST** be designated in writing. The XO/XPO, unit training officer, and Gold or Silver Badge may be designated as a reviewer and certify completion of requirements for members of all ratings at their unit.

My Reviewer Is:

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### Step 4

**ERAT/EOCT/EPME Exams are Obsolete for all 2016 SWEs**

All ERAT/EPME Study Material is located at:

<https://cglink.uscg.mil/51c005d>

My ESO Is:

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### Step 5

**You are eligible\*\* for the SWE if all other requirements are met!**

\*\*To be eligible to take the exam, you must have a current recommendation for advancement, have served the required time in grade, completed the RPQ Standard, Enlisted Professional Military Education (EPME) tasks, and obtain any necessary core competencies required for the next higher grade in your rating. Your eligibility to take the SWE will be shown on your Personnel Data Extract (PDE) which is available via Direct Access.

For information about upcoming R/SWE please visit Pay and Personnel Center:

<https://www.uscg.mil/ppc/adv.asp#links>